

MINUTES

TRAVERSE CITY PLANNING COMMISSION

Tuesday, January 7, 2014

7:00 P.M.

**Commission Chambers
Governmental Center, 2nd Floor
400 Boardman Avenue
Traverse City, Michigan 49684**

PRESENT: Vice-Chairperson Jody Bergman, Commissioners Michael Dow, Jeanine Easterday, Janet Fleshman, Chairperson John Serratelli, Bill Twietmeyer, Janice Warren and Tim Werner

ABSENT: Commissioner Cecil McNally

STAFF PRESENT: Russ Soyering, Planning Director; Missy Luick, Planning and Engineering Assistant

1. **CALL MEETING TO ORDER-** The meeting was called to order by Chairperson Serratelli at 7:00 p.m.
2. **ROLL CALL**
3. **ANNOUNCEMENTS-** Chairperson Serratelli announced that item 5A in Old Business "Brief overview of Freedom of Information Act, Open Meetings Act, Planning Commission Rules, Capital Improvement Plan Review, Ethics & Conflict presentation" will be deferred to a future meeting.
4. **ELECTION OF OFFICERS**
 - A. **Chairperson**

Motion by Commissioner Warren, second by Commissioner Twietmeyer to nominate Commissioner Serratelli to serve as Chairperson. Motion carried 8-0 (Commissioner McNally absent.)
 - B. **Vice-chairperson**

Motion by Commissioner Warren, second by Commissioner Easterday to nominate Commissioner Bergman to serve as Vice-Chairperson. Motion carried 8-0 (Commissioner McNally absent.)
 - C. **Secretary**

Motion by Commissioner Bergman, second by Commissioner Easterday to nominate Commissioner Warren to serve as Secretary. Motion carried 8-0 (Commissioner McNally absent.)

5. CONSENT CALENDAR

The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff or the public may ask that any item on the consent calendar be removed therefrom and be placed elsewhere on the agenda for full discussion. Such requests will be automatically respected. If an item is not removed from the consent calendar, the action noted in parentheses on the agenda is approved by a single Commission action adopting the consent calendar.

- A. December 3, 2013 Regular Meeting and December 18, 2013 Study Session minutes (Approval recommended)
- B. Reappointment of Planning Director's Designee as the Recording Secretary for the City of Traverse City Planning Commission (Approval recommended)
- C. Consideration of an amendment to the Planning Commission Bylaws revised November 25, 2013 to change the Planning Commission meeting schedule to the 1st and 3rd Tuesdays (Approval recommended)

Motion by Commissioner Twietmeyer, second by Commissioner Warren, that the Consent Calendar be approved as presented.

Motion carried 8-0 (Commissioner McNally absent.)

5. OLD BUSINESS

- A. Brief overview of Freedom of Information Act, Open Meetings Act, Planning Commission Rules, Capital Improvement Plan Review, Ethics & Conflicts of Interest (Benjamin Marentette, Lauren Tribble-Laucht)

This agenda item was deferred to a future meeting.

- B. Public Hearing to consider an amendment to the Traverse City Code of Ordinances, Section 1324.04, *Rules of Procedure*, regarding removing the Rules of Procedure section from the zoning code and establishing a separate Rules of Procedure document adopted by the Board of Zoning Appeals

Mr. Soyring explained the details of his memo to the Commission.

Commission discussion.

A Public Hearing was opened.
The Public Hearing was closed.

Motion by Commissioner Werner, second by Commissioner Warren, that an amendment to the Traverse City Code of Ordinances, Section 1324.04 *Rules of Procedure*, to remove the rules and procedure content from the Zoning Code and establish Rules of Procedure as a separate document of the Board of Zoning Appeals be recommended by the Planning Commission and such recommendation be forwarded to the City Commission for their consideration.

Motion carried 8-0 (Commissioner McNally absent.)

- C. Public Hearing to consider a rezoning request initiated by the Planning Department to rezone the property located 10597 East Traverse Highway from R-9 (A) (Multiple Family Dwelling Districts) to MU (Mixed Use PUD Morgan Farm)

Mr. Soyering explained that on December 3, 2013 the Planning Commission scheduled a public hearing to begin a reversionary process to change the zoning at 10597 East Traverse Highway from R-9 (A) (Multiple Family Dwelling Districts) to MU (Mixed Use PUD Morgan Farm). This action was prompted by a request from Michael Dakoski, Vice President of Traverse City State Bank to cancel the conditional rezoning so a new conditional zoning request could begin. Traverse City State Bank holds the deed for the property.

Mr. Dakoski, representing the bank is now asking that the reversionary process be cancelled so the interested developer for the property can make a formal submission to MSHDA for financing in February. MSHDA will require a letter from the City that states that the project has zoning and site plan approval in place for the project. If the property zoning reverts back to MU (Mixed-Use /PUD the multiple family buildings planned for the property could not be built by right. The R-9 zoning will expire in May 2014.

Commission discussion.

Kevin Endres of Three West Commercial Real Estate, with offices located at 4020 Copper View, spoke representing the buyer. Mr. Endres explained the reasoning as to why the bank is requesting that the City defer action tonight so the developer can apply for MSHDA financing for the project.

Commission discussion.

A Public Hearing was opened.
The Public Hearing was closed.

Motion by Commissioner Bergman, second by Commissioner Twietmeyer, to defer a decision on the matter until the March 4, 2014 meeting.

Motion carried 8-0 (Commissioner McNally absent.)

6. NEW BUSINESS

A. Annual Report

Mrs. Luick briefly explained that an Annual Report is required by State Law. The report in the packet included all actions taken by the Planning Commission as well as topics of discussion for the year 2013. Mr. Soyring acknowledged Chairperson Serratelli's perfect attendance for 2013 and presented him with a gift.

B. Goal Setting

Mr. Soyring and Chairperson Serratelli explained the draft goals document.

Commission discussion.

Commissioner Werner gave a status update on the Active Transportation Plan.

Chairperson Serratelli requested that the commission review the goals document and send staff comments by January 14. The goals will be discussed further at the January study session with the hope that they will be accepted by the Planning Commission at the February study session.

C. Board of Zoning Appeals Planning Commission representative

Chairperson Serratelli explained that Commissioner Warren has a meeting conflict and can no longer serve on the Board of Zoning Appeals.

Motion by Commissioner Warren, second by Commissioner Twietmeyer to nominate Commissioner Bergman to serve as the Planning Commissions representative on the Board of Zoning Appeals. Motion carried 8-0 (Commissioner McNally absent.)

7. CORRESPONDENCE – None.

8. REPORTS

A. City Commission- Commissioners Easterday and Werner reported

B. Board of Zoning Appeals- Commissioner Warren reported.

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- C. Grand Traverse Commons Joint Planning Commission- Commissioner Warren reported.
- D. Planning Commission
 - 1. Housing Building Committee— No report.
 - 2. Active Transportation Committee— Commissioner Werner reported.
- E. Planning Department—Mrs. Luick gave a brief presentation on the City's new website and demonstrated the new content on the Planning Department pages. Commission discussion.
 - 1. Capital Improvement Program—Chairperson Serratelli reported.

9. PUBLIC COMMENT

- Frank Dituri, 2800 Riverbank Rd, made general comments

10. ADJOURNMENT- Meeting was adjourned at 7:51 p.m.

Respectfully submitted,

Date: 2.4.14

Jan Warren _{rs}
Jan Warren, Secretary